



Van Buren County Brownfield Redevelopment Authority Project Concept Application Form

This application form must be completed by the applicant to initiate the brownfield process by the Van Buren County Brownfield Redevelopment Authority (VBCBRA). The completed application will then be submitted to the appropriate representative of the local municipality within which the proposed project is located. There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

NOTE: The Project Concept Application (Application) is the first step for all brownfield redevelopment projects coming through the VBCBRA. The Application is part of our commitment to partner with each Municipal Member throughout the brownfield redevelopment process.

Approval of the Application by the local municipality is **NOT approval of the brownfield project/plan** and the requested Tax Increment Financing (TIF) and/or Michigan Business Tax Credits (MBT). Approval gives Staff permission to assist the developer in creating a Brownfield Plan and/or application for grant funding assistance.

If a local municipality initially approves a project application, it is not obligated to approve the brownfield plan.

For projects involving a brownfield plan without grant funding, once processed and approved by the local municipality the applicant shall provide an application fee of \$2,500.00. The application fee will be used to pay for County legal, consulting, publication expenses, and other expenses incurred in administration of the grant and review and approval of the brownfield plan.

Two (2) sets of the completed Application forms and any supplemental materials must be submitted to the Van Buren County Redevelopment Authority, Department of Land Services, 219 E. Paw Paw Street, Paw Paw, Michigan, 49079-1423.

For assistance in completing this application form, please contact Mr. Edward VanderVries, Van Buren County Department of Land Services, at (269) 657-8234 or (269) 657-0579 fax. This form and information on the application process is also available on the VBCBRA website at <http://www.vbco.org>

Before submitting a project application, please make sure all items on the attached checklist are included. Project Application will not be reviewed until items are completed.



PROJECT APPLICANT INFORMATION

Project Applicant Name: _____

Entity Type: () Proprietorship () Partnership () Corporation () Other: _____

Mailing Address: _____

Contact Person for Applicant: _____

Telephone: _____ **Fax:** _____ **E-mail Address:** _____

List Principals with Titles: _____

Nature of Business: _____

Experience Relative to Project: _____

Does Applicant Have Control of Property? _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Mailing Address: _____

Contact Person for Property Owner: _____

Telephone: _____ **Fax:** _____ **E-mail Address:** _____

PROPOSED PROJECT SITE INFORMATION

Project Address: _____

Parcel ID Number(s): _____

Legal Description: _____

Located within VBCBRA Member Municipality? () YES () NO () NOT SURE



PROPOSED PROJECT INFORMATION

Proposed Project Description:

- ☐ *Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.*

Proposed Redevelopment Use(s):

Anticipated Project Schedule/Critical Dates:

Proforma Information:

- ☐ *Attach a copy of proforma information for project and supporting documentation or reports if available, including copies of business plan, financial commitments, architectural plans, and market analysis, if available.*

Status of Development Permits and Applications: _____



Description of Known or Suspected Environmental Contamination Concerns

List all environmental activities and reports completed to date.

Report/Activity	Date	Attached (y/n)
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☐ *Attach additional pages if needed and supporting documentation or reports if available.*

Summary of Needed Eligible Activities and Projected Costs (if known):

☐ *Attach additional pages if needed and supporting documentation or reports if available.*



Projected Private Investment in Redevelopment:

- ☐ *Attach detailed project budget illustrating all related project expenses, sources of financing, and project financing needs.*

Anticipated Job Creation or Retention Impacts:

Other Significant Project Information:



PROJECT APPLICATION CHECKLIST

Before submitting the project application, please make sure all items on the checklist are included. Project Application will not be reviewed until items are completed.

Ownership Documentation/Access to Property

- ☐ If the property owner is not the project applicant, please attach a signed and notarized letter from the property owner authorizing the applicant to submit this application form for consideration by the VCBRA and including authorization for the applicant to enter the Property for environmental investigation activities, including the potential for collection of soil and groundwater samples.
- ☐ Attach copy of current title commitment and proof of ownership.

Site Plan

- ☐ Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.

Financial Information and Eligible Activities

- ☐ Attach a copy of eligible activity costs broken down by taxing jurisdiction for project and supporting documentation or reports if available. (Attachment 1: TIF template by taxing jurisdiction)
- ☐ Attach detailed project budget illustrating all related project expenses, sources of financing, and project financing needs. (Attachment 2: Eligible Expenses)

Environmental Work Completed

- ☐ Attach all environmental reports that have been completed for this site (i.e. Phase I, Phase II, BEA, RCRA, Closure, Due Care, etc). If the list of reports is extensive, please indicate the location where the reports can be made available for review and/or copying.